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| **Boho Arts****Volunteer Skills Survey** | **If you need support in completing form, please email us at** **Hello@bohoarts.co.uk** **or text/call Bev on 07766 214 255 and we can assist** |
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| Hello! Thanks for your interest in becoming a Boho Arts Volunteer. This form is to help us understand your skills and experience in the area(s) you would like to help or up-skill in, and the time you may be able to commit as a volunteer. It should only take 5 to 10 mins to complete, depending on your amount of interest - there may be one or more areas that interest you. **Please complete the form, save as: 'Boho Arts Vol Skills Survey [your name]' and email your form to vols@bohoarts.co.uk** The personal information you provide is for internal use only. |
|  |  |  |
| **Your Name:** |   |
| **Mobile Phone Number:** |   |
| **Email Address:** |   |
| **Home Address & Postcode:** |   |
| **Your age:** |  |
| **Any access requirements or additional information you want to make us aware of?**  |   |
|  |  |  |
| **There are several areas of Boho Arts that we are looking for help with. Please indicate which areas you are interested in below by saying YES in the column to the right.** |
|  |  |  |
| **Area** | **Interested?**  |
| Office - admin, finance, scheduling, IT, HR, Project management |   |
| PR, Marketing, Research - social media, copy, graphics, design, photo, video, evals, web, SEO etc |   |
| Fundraising - grants, donations, sponsorship, crowdfunding etc |   |
| Making the Space - painting, decorating, carpentry, electrics, re-claiming, cleaning etc |   |
| Front of House - Stewarding/ushering events, Reception, Box Office, Customer Service etc |   |
| Bar and Cafe - serving food and drinks, baking, preparing food, management, cleaning etc |   |
| Performing & Creating – musician, filmmaker, actor, singer, speaker or presenter |  |
| Facilitation - workshops, community, adults, YP, children, advocacy |   |
| Theatre tech - sound, lighting, stage management etc |   |
| Other: [please insert] |   |
|  |  |  |
| **Below are sections relating to the above areas in more detail. Please indicate the level of experience you have in your area/s of interest by typing the relevant ‘number’ next to it. If there is a section that isn't of interest to you, you can just skip and leave it blank.***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* |
|   |
| **Skills / Experience / Knowledge / Qualifications** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| **OFFICE** |   |   |
| Administration (record keeping, correspondence, appointments, organising the office etc) |   |   |
| Programming/scheduling (e.g. events, staff & vols rotas, audience capacities, etc.) |   |   |
| Finance (accounts, budgeting, invoicing, cashflow, payroll, etc.) |   |   |
| HR / Recruitment / Training / Procurement |   |   |
| Project Management |   |   |
| Business Plans |   |   |
| Legal (e.g. contracts, reports, insurance) |   |   |
| IT & Comms Systems  |   |   |
| Other: [please insert] |   |   |
| **FUNDRAISING** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Grant applications |   |   |
| Raising public donations |   |   |
| Sponsorship |   |   |
| Crowdfunding |   |   |
| Fundraising events |   |   |
| Other: [please insert] |   |   |
| **PR, MARKETING, RESEARCH** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Social Media Savvy |   |   |
| Writing copy / blurb listings / mail shots |   |   |
| Mailing list management (E.G. Mailchimp) |   |   |
| Producing press releases for media |   |   |
| Sales & Pitching |   |   |
| Market Research |   |   |
| Evaluation |   |   |
| Graphics and design |   |   |
| Website development |   |   |
| SEO |   |   |
| Video Content - recording/camera |   |   |
| Video Content - editing |   |   |
| Photography |   |   |
| Other: [please insert] |   |   |
| **FRONT OF HOUSE** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Reception |   |   |
| Box Office |   |   |
| Ushering/stewarding |   |   |
| Customer service |   |   |
| Facilities management |   |   |
| Event management |   |   |
| People management |   |   |
| First Aid |   |   |
| Other: [please insert] |   |   |
| **BAR & CAFÉ** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Bar service |   |   |
| Café service |   |   |
| Café/bar management |   |   |
| Catering / baking / preparing food |   |   |
| Food Safety and Hygiene |   |   |
| Cleaning |   |   |
| Other: [please insert] |   |   |
| **FACILITATION & CREATING** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Performing / Creating – tell us about your art form or discipline |  |  |
| Supporting in facilitation of workshops |   |   |
| Workshop leader (with adults) |   |   |
| Workshop leader (with young people) |   |   |
| Workshop leader (with children) |   |   |
| Workshop leader (community groups) |   |   |
| Team Leader |   |   |
| Advocacy |   |  |
| Safeguarding |   |   |
| Other: [please insert] |   |   |
| **THEATRE TECH** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Stage management |   |   |
| Lighting |   |   |
| Sound |   |   |
| Other: [please insert] |   |   |
| **MAKING THE SPACE** | **Level of Expertise***0 = no experience1 = no experience, but would like to upskill in this area2 = some experience3 = proficient4 = highly experienced* | **Comments** *(please expand with any relevant information such as specialisms, quals, platforms/systems used, groups worked with, access to tools, devices, etc.)* |
| Carpentry |   |   |
| Electrics |   |   |
| Plastering |   |   |
| Plumbing |  |  |
| Tiling |  |  |
| Painting & decorating  |   |   |
| Reclaiming/restoring items |   |   |
| Cleaning |   |   |
| Other: [please insert] |   |   |
|   |   |   |
| **Any other skills, talents, quals or resources you have that you think could help and we haven't included above?** |   |
|  |   |   |
| **Do you have a full driving licence?** *Y/N* |   |
|  |  |  |
| **Do you have access to a car or a van?** *Y/N* |   |
|  |  |  |
| **Do you a DBS (Disclosure and Barring Service) Certificate?** *Y/N* |   |
|  |  |  |
| **Have you a Safeguarding Certificate?** *Y/N* |   |
|  |  |  |
| **Have you undertaken any general health and safety training?** *Y/N* |   |
|  |  |  |
| **Do you have access to your own device (laptops, etc.)?** *Y/N* |   |
|   |   |  |
| **How much time do you think you could commit?**E.G. A Day/Night or more a week – occasional Day/Night a month. |   |
| **Please feel free to add a comment about your availability here >** |  |
| That's the end of the form. Thank you for taking the time. Please save as: **'Boho Arts Vol Skills Survey [your name]'** and email your form to **vols@bohoarts.co.uk** Boho Arts is entirely volunteer led, so it may be a little wait before one of us can respond personally, but we’ll respond as soon as we can. Thanks  |